

COSTAR – Relative Care and Guardianship

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NOTE: Program 553 – No new cases will be accepted in this program effective 1/1/2014.

PAYMENT REQUIREMENTS for ERR (542) and ERR-UC (548)**For the first subsidy payment:**

NOTE: Effective April 1, 2020, the Case Manager will be allowed to submit the approved Enhanced Relative Rate Application and Agreement form via email, no original signatures will be required.

Payments are effective from the first day the child is placed in the caregiver's home and is payable after the first of the following month once the approved application/agreements are received. The subsidy is to be pro-rated based on number of day in the home for the first month. Payments are initiated after the approval of the Kinship Assessment or the abbreviated Kinship Assessment and the Enhanced Relative Rate Application and Agreement.

EXCEPTION: If the caregiver is receiving TANF payments for the child, ERR Payments may not be paid until the first day of the month following the termination of TANF as TANF payments are made for the entire month; a caregiver may not receive an ERR subsidy and foster care per diem in the same month.

For regular monthly subsidy payments:

The regional accounting office will email the Relative Care Per Diem Report to a designated Case Manager by the 15th of each month to validate the next month's subsidies. The Case Manager should review each child on the per diem report to determine if the child remains eligible to receive the subsidy and place their initials beside each child's name on the excel spreadsheet indicating payment approval. The Case Manager will also make any needed additions, deletions or changes to the EXCEL report (noting them on the excel spreadsheet or in an email), then forward the EXCEL document to their Supervisor; the Supervisor will perform a final review then email the approved report to Regional Accounting by the last working day of the month. The original reports are to be maintained at the county DFCS offices.

Rates increase when a child turns 6 and 13, their new rate takes effect the first day of the following month. (Example: child turns 6 on October 4th; new rate would start November 1st.)

Make subsidy payments based on funding availability until the child reaches their 18th birthday, or 19th birthday if the child is still enrolled and participating in a public or private school system, registered home study program or accredited GED course.

The legal county of the child shall make subsidy payments if a family moves to another county or state as long as all eligibility criteria are met. Georgia will continue to be responsible for subsidy payments for eligible children as long as a Georgia court retains legal jurisdiction and the child remains eligible

Accounting will process payments by the 12th for all children that have been approved on the Relative Care Per Diem reports. If approval for payment was not indicated on the original report, a copy of the approved Enhanced Relative Rate Application and Agreement must be emailed to Accounting for payment and will be processed within 5 business days upon receipt.

PAYMENT REQUIREMENTS for ERR (542) and ERR-UC (548) (cont.)

Restricted Funds: If DFCS receives financial support (e.g., SSI, RSDI or child support) for a child that is in DFCS custody, the child's financial support funds will be used to offset the child's Enhanced Relative Rate Subsidy or Enhanced Relative Rate Subsidy Undocumented Children.

NOTE: See Restricted Fund – Children Policy #2403 for specific instructions on how to properly account for the funds.

Clothing and medical expenses may be paid as a state reimbursable item for any child in DFCS custody even if the caregiver is not receiving a subsidy. An approved ADPOR with all receipts attached **may be submitted via email, no original signatures will be required.**

An Authorization for Disbursement Form or Foster Care Invoice (form 526), with appropriate documentation attached, must be sent to accounting when requesting reimbursement for clothing or medical expenses to be paid for a child placed with a relative caregiver.

NOTE: A P-Card may be used by a Case Manager to purchase clothing for a child in DFCS custody, but the expenditure cannot be charged against federal or state funds; county funds will have to be utilized. If needed, caregivers are allowed to request an advance for clothing which may then be reimbursed by federal or state funds. (See Policy #2301.3 - Foster Parent Advance on FFS Website)

Supplemental Supervision: For children in DFCS custody placed in a relative home, the relative caregiver must apply for childcare through CAPS and must meet the CAPS requirements. If the relative caregiver does not meet CAPS criteria, a state waiver is required to use entitlement code 17. WAIVER requests should be sent to DFCS-WAIVERS@dhs.ga.gov.

Costs of obtaining background fingerprint checks for prospective relative caregivers and other household members 18 years of age or older **are paid directly to GBI, if using LIVESCAN, under program #531.** However, the results of the fingerprint check must be satisfactory in order for the family to be considered as Relative Caregivers.

Subsidy payments may be suspended when:

- The required 12-month subsidy review is not completed timely
- The whereabouts of the child and/or caregiver become unknown
- The child is on runaway status for 30 days or longer
- The caregiver has not completed the requirements for foster home approval within 120 days of initial placement with the caregiver (see Policy 22.6 Financial and Non-Financial Supports for Children in Foster Care Practice Guidance: Enhanced Relative Rate).

Subsidy payments may be terminated when:

- The payment has been suspended for at least three months
- The child dies
- The parent (putative or legal) moves into the caregiver's home or is caring for the child
- The child is no longer living with the caregiver
- Maltreatment is substantiated against the caregiver and the child is removed from the home

- The whereabouts of the child and/or caregiver remain unknown for at least three months
- The child is on runaway status for 90 days or longer

PAYMENT REQUIREMENTS for Programs 542 and 548 (cont.)

NOTE: Reinstatement requires a justification and Regional Director approval.

- The child is incarcerated for 90 days or longer or will not be released from incarceration until after his/her 18th birthday (reinstatement requires a justification and Regional Director approval)
- The child is returned to the parent, guardian or legal custodian
- The child's income, excluding the child's wages, is equal to or greater than the subsidy, this does not apply to ERR and ERR-UC.
- The child marries
- The child reaches age 18 and is not enrolled and participating in a public or private high school, registered home study program or accredited GED course
- The child reaches his/her 19th birthday

NOTE: Any of these circumstances require prompt notification to the legal county's Regional Accounting Department so proper action may be taken to terminate subsidy payments.

Reinstatement of terminated subsidies requires the approval of the County Director as well as the following:

- The Regional Director shall approve the reinstatement if the child was on runaway or incarcerated longer than 90 days
- The State Office Placement and Permanency Section shall approve reinstatement when a child is returned to the caregiver after an abuse or neglect allegation/investigation

NOTE: The County Department must conduct a staffing with the Field Program Specialist and State Office Placement and Permanency Section prior to returning the child to a caregiver and reinstating the subsidy when the child was removed subsequent to an abuse or neglect allegation.

Recoupment of overpayments from caregivers are handled as follows:

- a. Negotiate a recoupment or repayment agreement with any caregiver who receives an overpayment of ERR, ERR-UC, NRSG, SG, ERCS or RCS within five business days of knowledge of the overpayment
- b. Consult with the State Office Placement and Permanency Section for consideration of a referral to the Department of Human Services (DHS) Office of General Counsel for further action including possible legal proceedings:
 - When the caregiver refuses to enter a Recoupment/Repayment Agreement
 - When the caregiver misses a total of two monthly payments
 - When the caregiver fails to comply with the terms of the recoupment/repayment agreement
 - Anytime fraud or abuse is suspected

NOTE: County staff should direct all questions to their Regional Field Program Specialists (FPS). If further assistance is needed, the FPS should contact the Policy unit at PPPDUnit@dhs.ga.gov or the Placement and Permanency Services Director.

PAYMENT REQUIREMENTS for Programs Non-Relative Subsidized Guardianship (550) and Subsidized Guardianship (552)**For the first subsidy payment:**

NOTE: Effective April 1, 2020, the Case Manager will be allowed to submit the approved Enhanced Relative Rate Application and Agreement form via email, no original signatures will be required.

The Case Manager will obtain a complete, signed and dated Subsidized Guardianship/Non-Relative Subsidized Guardianship Application and Agreement form and submit it to Regional Accounting. Monthly payments begin the 1st day of the following month after the Agency transfers permanent guardianship as long as all other eligibility criteria are met.

For regular monthly subsidy payments:

The regional accounting office will email the Relative Care Per Diem Report to a designated Case Manager by the 15th of each month to validate the next month's subsidies. The Case Manager should review each child on the per diem report to determine if the child remains eligible to receive the subsidy and place their initials beside each child's name on the excel spreadsheet indicating payment approval. The Case Manager will also make any needed additions, deletions or changes to the EXCEL report (noting them on the excel spreadsheet or in an email), then forward the EXCEL document to their Supervisor; the Supervisor will perform a final review then email the approved report to Regional Accounting by the last working day of the month. The original reports are to be maintained at the county DFCS offices.

Rates increase when a child turns 6 and 13, their new rate takes effect the first day of the following month. (Example: child turns 6 on October 4th; new rate would start November 1st.)

Make subsidy payments based on funding availability until the child reaches their 18th birthday, or 19th birthday if the child is still enrolled and participating in a public or private school system, registered home study program or accredited GED course.

The legal county of the child shall make subsidy payments if a family moves to another county or state as long as all eligibility criteria are met. Georgia will continue to be responsible for subsidy payments for eligible children as long as a Georgia court retains legal jurisdiction and the child remains eligible.

Accounting will process payments by the 12th for all children that have been approved on the Relative Care Per Diem reports. If approval for payment was not indicated on the original report, a copy of the approved Subsidized Guardianship/Non-Relative Subsidized Guardianship Application and Agreement must be emailed to Accounting for payment and will be processed within 5 business days upon receipt.

Restricted Funds: If DFCS receives financial support (e.g., SSI, RSDI or child support) for a child that is in DFCS custody before guardianship is transferred, the child's financial support funds will be used to offset the child's Non-Relative Subsidized Guardianship (NRSG) or Subsidized Guardianship (SG).

PAYMENT REQUIREMENTS for Programs Non-Relative Subsidized Guardianship (550) and Subsidized Guardianship (552)a

After permanent guardianship has been granted, the child's financial support payments should be carefully reviewed to determine if they are current or arrears. If the payments are for current months and equal or exceed the amount of the subsidy, the child is not eligible for the subsidy payments and the caseworker should suspend or terminate the case, depending on the circumstances. Arrearage support payments can be used against the child's expenditures that were incurred while the child was still in DFCS custody.

NOTE: See Restricted Fund – Children Policy #2403 for specific instructions on how to properly account for the funds.

Supplemental Supervision: The caregiver must apply for childcare through CAPS. If the caregiver is not eligible for CAPS, the DFCS office can only pay for supplemental supervision with county funds. Children that are not in DFCS custody are not eligible for childcare reimbursement using state funds.

Costs for obtaining background fingerprint checks for prospective caregivers and other household members 18 years of age or older **is paid directly to GBI, if using LIVESCAN, under program #531.** However, the results of the fingerprint check must be satisfactory in order for the family to be considered as a Caregiver.

Birth Certificates should be obtained by the case manager while the child is in DFCS custody. After guardianship is finalized, the purchase of birth certificates is the responsibility of the guardian.

Subsidy payments may be suspended when:

- The required six and 12-month subsidy review is not completed timely
- The caregiver dies, and the agency is attempting to initiate subsidy payments to another caregiver
- The whereabouts of the child and/or caregiver become unknown
- The child is on runaway status for 30 days or longer
- The child is not enrolled and participating in a public or private school system, registered home study program or accredited GED course
- The child's monthly income, excluding the child's wages, is equal to or exceeds the amount of the subsidy

NOTE: Social Security considers the subsidy programs as income to the child; therefore, the child is rarely eligible to receive both. Any subsidy paid will need to be reported to Social Security and the child's benefits from Social Security will be reduced and/or eliminated.

Subsidy payments may be terminated when:

- The payment has been suspended for at least three months
- The child dies
- The parent (putative or legal) moves into the caregiver's home or is caring for the child
- The child is no longer living with the caregiver
- Maltreatment is substantiated against the caregiver and the child is removed from the home
- The whereabouts of the child and/or caregiver remain unknown for at least three months
- The child is on runaway status for 90 days or longer

NOTE: Reinstatement requires a justification and Regional Director approval.

PAYMENT REQUIREMENTS for Programs Non-Relative Subsidized Guardianship (550) and Subsidized Guardianship (552)

- The child is incarcerated for 90 days or longer or will not be released from incarceration until after his/her 18th birthday (reinstatement requires a justification and Regional Director approval)
- The child is returned to the parent, guardian or legal custodian
- The child's income, excluding the child's wages, is equal to or greater than the subsidy, this does not apply to ERR and ERR-UC.
- The child marries
- The child reaches age 18 and is not enrolled and participating in a public or private high school, registered home study program or accredited GED course
- The child reaches his/her 19th birthday

NOTE: Any of these circumstances require prompt notification to the legal county's Regional Accounting Department so proper action may be taken to terminate subsidy payments.

Reinstatement of terminated subsidies requires the approval of the County Director as well as the following:

- The Regional Director shall approve the reinstatement if the child was on runaway or incarcerated longer than 90 days
- The State Office Placement and Permanency Section shall approve reinstatement when a child is returned to the caregiver after an abuse or neglect allegation/investigation

NOTE: The County Department must conduct a staffing with the Field Program Specialist and State Office Placement and Permanency Section prior to returning the child to a caregiver and reinstating the subsidy when the child was removed subsequent to an abuse or neglect allegation.

Recoupment of overpayments from caregivers are handled as follows:

- a. Negotiate a recoupment or repayment agreement with any caregiver who receives an overpayment of ERR, ERR-UC, NRSG, SG, ERCS or RCS within five business days of knowledge of the overpayment
- b. Consult with the State Office Placement and Permanency Section for consideration of a referral to the Department of Human Services (DHS) Office of General Counsel for further action including possible legal proceedings:
 - When the caregiver refuses to enter a Recoupment/Repayment Agreement
 - When the caregiver misses a total of two monthly payments
 - When the caregiver fails to comply with the terms of the recoupment/repayment agreement
 - Anytime fraud or abuse is suspected

NOTE: County staff should direct all questions to their Regional Field Program Specialists (FPS). If further assistance is needed, the FPS should contact the Policy unit at PPPDUnit@dhs.ga.gov or the Placement and Permanency Services Director.

109.42 UAS Code – 542 (Eff. July 1, 2013)**PROGRAM NAME: Enhanced Relative Rate (ERR)****REFERENCES: Child Welfare Policy Manual, Policy #22.6**

PROGRAM PURPOSE: When funding is available, the **Enhanced Relative Rate** program provides financial support to relative caregivers who meet the TANF degree of relationship for the basic care of a related **child in the custody of DFCS placed** in their home.

COSTAR REPORTING – The reported client is the child.

KEY PROGRAM OR ELIGIBILITY REQUIREMENTS:

- The child is a citizen or legal permanent resident of the United States (US).
- The caregiver meets the TANF degree of relationship (for the TANF Specified Degrees of Relationship see TANF policy Section 1335: Living with a Specified Relative: Relationship; and Practice Guidance: TANF Specified Degree of Relationship)
- There is an approved Kinship Assessment; or an abbreviated Kinship Assessment for an immediate placement (see policy **22.03 Kinship: Kinship Assessment** for the required components of the Kinship Assessment and abbreviated Kinship Assessment)
NOTE: If the initial placement is made subject to an abbreviated kinship assessment, the continuation of the funding is contingent upon completion of full approval of the home.
AND
- An Enhanced Relative Rate Application or Agreement has been signed by the caregiver and approved by the County Director/Designee.

Enhanced Relative Rate (ERR) – The Enhanced Relative Rate monthly supplement is based on the DFCS family foster care rates and the age of the child; see below for specific amounts.

It is required that relatives and fictive kin convert to a kinship foster home within 120 days, waivers for an extension to convert the home may be granted by the regional director. ERR is the initial and temporary funds source for relatives that meet the TANF degree of relationship until the placement is converted. Resource Development/CPA staff are responsible for notifying the families that once they are converted to a kinship foster home that they will receive their reimbursement the following month. If you receive any calls from kinship caregiver with questions about their payments, please refer them to their kinship coordinator.

UAS 542 (cont.)

ALLOWABLE ENTITLEMENT CODES

CODE	DESCRIPTION	SPECIFIC SERVICE REQUIREMENTS
00a	Birth Certificates	
00c	Putative Father Register Search	Payable to Vital Records https://dph.georgia.gov/putative-father-registry
00d	Other	Expenses that do not fall under a designated entitlement code for 100% state funding.
01	Enhanced Relative Rate Payments	Payments to relative caregiver to defray expenses related to the child’s care and well-being. Monthly Rate Effective July 1, 2019: Child age birth through 5 \$705.97 Child age 6 through 12 \$754.33 Child age 13 and older \$812.73 Monthly Rate Effective July 1, 2018: Child age birth through 5 \$675.55 Child age 6 through 12 \$723.91 Child age 13 and older \$782.31
04	Initial Clothing	May be purchased during the first 6 months of a child’s initial placement in care according to established amounts. May be a one-time expenditure or spent in increments. Exceptions granted via written waiver by County Director or Designee. Effective July 2016 - \$311 for birth through age 12 and \$415 for youth age 13 and over. Effective July 2014 - \$306 for birth through age 12 and \$409 for youth age 13 and over. Effective July 2013 - \$206 for birth through age 12 and \$309 for youth age 13 and over.

UAS 542 (cont.)

CODE	DESCRIPTION	SPECIFIC SERVICE REQUIREMENTS
05	Annual Clothing	<p>May be a one-time expenditure or spent in incremental amounts during a fiscal year, but it cannot be claimed during the calendar year that the child entered care.</p> <p>Effective July 2016 – Annual clothing allowance is an expenditure of \$415.</p> <p>Effective July 2014 – Annual clothing allowance is an expenditure of \$409.</p> <p>Effective July 2013 – Annual clothing allowance is an expenditure of \$309.</p>
10a	Unusual Medical	<p>Maximum state funds used for Unusual Medical is \$5,000.00</p> <p>Waivers: The Regional Director can approve Unusual Medical expenses for children in custody above the \$5,000.00 limit not covered by Medicaid or any other funding source.</p> <p>Examples: Treatment for head lice, glasses or contact lenses</p>
10b	Unusual Dental	<p>Maximum state funds used for Unusual Dental is \$5,000.00</p> <p>Braces are covered under this code. Case Manager should obtain an official estimate of the treatment cost on the orthodontist's letterhead. Payments, including initial up-front cost, can be paid by the orthodontist standard rate schedule. The entire orthodontic treatment cost should NOT be paid in full; this will ensure that payments are made only for services provided.</p> <p>The Authorization for Disbursement should request payments be made directly to the orthodontist, not the relative caregiver.</p>
10c	Interstate Travel	ICPC authorized travel expenses for the child only with an Interstate Travel Waiver.
10d	Burial	Maximum state funds used for burial expense - \$5,000 (The County Director/ Designee may grant a waiver to exceed the state's maximum amount.)

UAS Code 542 (continued)

CODE	DESCRIPTION	SPECIFIC SERVICE REQUIREMENTS
11	Child Restraint Devices (CRDs)	<p>MAXIMUM amount is \$200</p> <p>Purchased in accordance with state law for a specific child from birth to eight years of age. The CRD then belongs to that child.</p> <p>The CRDs are reimbursed from state funds when purchased for a specific child by the foster parent. If Agency purchases the CRD, the expense must be paid from regular operating funds.</p> <p>Children age 8 and older who are small for their age, i.e., weighing under 80 pounds and/or under 4'9" in height, should use a booster seat instead of a lap/shoulder belt restraint system.</p> <p>The County Director can authorize a waiver for the age requirement and to purchase a booster seat for the safety needs of a child. Copy of waiver should be sent with payment request to accounting.</p>
17	Supplemental Supervision – Less than 24 hours per day	<p>Childcare for a child placed in a regular or relative home when irregular or temporary childcare is needed, or the child is placed in a Family Foster Home outside Georgia, or special circumstances exist. A state waiver is required. Send request to DFCSchildcarewaivers@dhs.ga.gov.</p> <p>(A registration fee for childcare may also be charged here.)</p>
99	Written Waiver Item	Expenditure authorized by a written waiver. Please send requests to DFCS-WAIVERS@dhs.ga.gov

109.43 UAS Code – 548 (Eff. July 1, 2010) – 100% State Funded**PROGRAM NAME: Enhanced Relative Rate-Undocumented Children (ERR -UC)****REFERENCES: Child Welfare Policy Manual, Policy #22.6**

PROGRAM PURPOSE: When funding is available, the Enhanced Relative Rate for undocumented children program provides financial support to relative caregivers who meet the TANF degree of relationship and are US citizens or legal permanent residents for the basic care of a related child in the custody of DFCS placed in their home.

NOTE: If permanent guardianship is transferred to the relative, in order to meet eligibility criteria for a subsidy, the child or children must be US citizens or legal permanent residents.

COSTAR REPORTING – The reported client is the child.

KEY PROGRAM OR ELIGIBILITY REQUIREMENTS:

- If the child is undocumented, the caregiver must be a citizen or legal permanent resident of the US.
- The caregiver meets the TANF degree of relationship (for the TANF Specified Degrees of Relationship see TANF policy Section 1335: Living with a Specified Relative: Relationship; and Practice Guidance: TANF Specified Degree of Relationship)
- There is an approved Kinship Assessment; or an abbreviated Kinship Assessment for an immediate placement (see policy **22.03 Kinship: Kinship Assessment** for the required components of the Kinship Assessment and abbreviated Kinship Assessment)
NOTE: If the initial placement is made subject to an abbreviated kinship assessment, the continuation of the funding is contingent upon completion of full approval of the home.
AND
- An Enhanced Relative Rate Application or Agreement has been signed by the caregiver and approved by the County Director/Designee.

Enhanced Relative Rate – Undocumented Children (ERR-UC) – The Enhanced Relative Rate for Undocumented Children’s monthly supplement is based on the DFCS family foster care rates and the age of the child; see below for specific amounts.

UAS 548 (cont.)

ALLOWABLE ENTITLEMENT CODES

CODE	DESCRIPTION	SPECIFIC SERVICE REQUIREMENTS
00a	Birth Certificates	
00c	Putative Father Register Search	Payable to Vital Records https://dph.georgia.gov/putative-father-registry
00d	Other	Expenses that do not fall under a designated entitlement code for 100% state funding.
01	Enhanced Relative Rate-Undocumented Children (ERR-UC) Payments	Payments to relative caregiver to defray expenses related to the child’s care and well-being. Monthly Rate Effective July 1, 2019: Child age birth through 5 \$705.97 Child age 6 through 12 \$754.33 Child age 13 and older \$812.73 Monthly Rate Effective July 1, 2018: Child age birth through 5 \$675.55 Child age 6 through 12 \$723.91 Child age 13 and older \$782.31
04	Initial Clothing	May be purchased during the first 6 months of a child’s initial placement in care according to established amounts. May be a one-time expenditure or spent in increments. Exceptions granted via written waiver by County Director or Designee. Effective July 2016 - \$311 for birth through age 12 and \$415 for youth age 13 and over. Effective July 2014 - \$306 for birth through age 12 and \$409 for youth age 13 and over. Effective July 2013 - \$206 for birth through age 12 and \$309 for youth age 13 and over.

UAS 548 (cont.)

ALLOWABLE ENTITLEMENT CODES

CODE	DESCRIPTION	SPECIFIC SERVICE REQUIREMENTS
05	Annual Clothing	<p>May be a one-time expenditure or spent in incremental amounts during a fiscal year, but it cannot be claimed during the calendar year that the child entered care.</p> <p>Effective July 2016 – Annual clothing allowance is an expenditure of \$415.</p> <p>Effective July 2014 – Annual clothing allowance is an expenditure of \$409.</p> <p>Effective July 2013 - Annual clothing allowance is an expenditure of \$309.</p>
10a	Unusual Medical	<p>Maximum state funds used for Unusual Medical is \$5,000.00</p> <p>Waivers: The Regional Director can approve Unusual Medical expenses for children in custody above the \$5,000.00 limit not covered by Medicaid or any other funding source</p> <p>Examples: Treatment for head lice, glasses or contact lenses</p>
10b	Unusual Dental	<p>Maximum state funds used for Unusual Dental is \$5,000.00</p> <p>Braces are covered under this code. Case Manager should obtain an official estimate of the treatment cost on the orthodontist's letterhead. Payments, including initial up-front cost, can be paid by the orthodontist standard rate schedule. The entire orthodontic treatment cost should NOT be paid in full; this will ensure that payments are made only for services provided.</p> <p>The Authorization for Disbursement should request payments be made directly to the orthodontist, not the relative caregiver.</p>
10c	Interstate Travel	ICPC authorized travel expenses for the child only with an Interstate Travel Waiver.

UAS 548 (cont.)

CODE	DESCRIPTION	SPECIFIC SERVICE REQUIREMENTS
10d	Burial	Maximum state funds used for burial expense - \$5,000 (The County Director/ Designee may grant a waiver to exceed the state's maximum amount.)
17	Supplemental Supervision – Less than 24 hours per day	<p>Childcare for a child placed in a regular or relative home when irregular or temporary childcare is needed, or the child is placed in a Family Foster Home outside Georgia, or special circumstances exist. A state waiver is required. Please send request to DFCSchildcarewaivers@dhs.ga.gov.</p> <p>(A registration fee for childcare may also be charged here.)</p>
99	Written Waiver Item	Expenditure authorized by a written waiver. Please send requests to DFCS-WAIVERS@dhs.ga.gov

109.550 UAS Code – 550

PROGRAM NAME: Non-Relative Subsidized Guardianship (NRSG) (Effective December 1, 2006)

REFERENCES: Child Welfare Policy Manual, Policy #22.6

PROGRAM PURPOSE: When funding is available, the Non-relative Subsidized Guardianship program enables the Department to provide financial assistance to a non-relative who does not meet the TANF degree of relationship that have obtained permanent guardianship of a child who was in DFCS custody.

COSTAR REPORTING – The reported client is the child.

KEY PROGRAM OR ELIGIBILITY REQUIREMENTS:

- The child is a citizen or legal permanent resident of the US
 - The income of the child, excluding the child's wages, is less than the amount of the NRSG payments
 - There is an approved Kinship Assessment or current approved foster home study
 - A Subsidized Guardianship/Non-Relative Subsidized Guardianship Application and Agreement has been signed by the caregiver and approved by the County Director/Designee
- NOTE:** The Subsidized Guardianship/Non-Relative Subsidized Guardianship Application and Agreement must be signed by the caregiver prior to the transfer of permanent guardianship.
- Non-reunification was granted by the court and verified via a copy of the court order
 - The caregiver was granted permanent guardianship of the child until age 18
- AND
- The child has resided with the caregiver under DFCS supervision for a minimum of six months prior to the transfer of permanent guardianship

Effective August 2014, the state will no longer differentiate between Enhanced Non-Relative Subsidized Guardianship (ENRSG) and Non-Relative Subsidized Guardianship (NRSG). All subsidies will be paid at the entitlement code "01".

UAS 550 (cont.)

ALLOWABLE ENTITLEMENT CODES

CODE	DESCRIPTION	SPECIFIC SERVICE REQUIREMENTS												
01	<p>Non-Relative Subsidized Guardianship Payments</p> <p>NOTE: E/C “01” is the only eligible code Eff. 8/1/14</p>	<p>Payments to caregiver to defray expenses related to the child’s care and well-being.</p> <p>Monthly Rate Effective July 1, 2016:</p> <table><tr><td>Child age birth through 5</td><td>\$371.40</td></tr><tr><td>Child age 6 through 12</td><td>\$419.88</td></tr><tr><td>Child age 13 and older</td><td>\$478.22</td></tr></table> <p>Monthly Rate Effective July 1, 2013:</p> <table><tr><td>Child age birth through 5</td><td>\$365.91</td></tr><tr><td>Child age 6 through 12</td><td>\$413.67</td></tr><tr><td>Child age 13 and older</td><td>\$471.15</td></tr></table>	Child age birth through 5	\$371.40	Child age 6 through 12	\$419.88	Child age 13 and older	\$478.22	Child age birth through 5	\$365.91	Child age 6 through 12	\$413.67	Child age 13 and older	\$471.15
Child age birth through 5	\$371.40													
Child age 6 through 12	\$419.88													
Child age 13 and older	\$478.22													
Child age birth through 5	\$365.91													
Child age 6 through 12	\$413.67													
Child age 13 and older	\$471.15													
81	<p>Non-Relative Subsidized Guardianship Payments</p> <p>NOTE: E/C “81” is used on agreements entered into before 8/1/14</p>	<p>Monthly Rate Effective July 1, 2013: \$313.30</p> <p>Monthly Rate Effective July 1, 2007: \$304.17</p>												
99	Written Waiver Item	Expenditure authorized by a written waiver. Please send requests to DFCS-WAIVERS@dhs.ga.gov												

109.552 UAS Code – 552**PROGRAM NAME: Subsidized Guardianship (SG) (Effective July 1, 2005)****REFERENCES: Child Welfare Policy Manual, Policy #22.6**

PROGRAM PURPOSE: When funding is available, Subsidized Guardianship program enable the Department to provide financial assistance to relative caregivers who meet the TANF degree of relationship that have obtained permanent guardianship of a child who was in DFCS custody.

COSTAR REPORTING – The reported client is the child.

KEY PROGRAM OR ELIGIBILITY REQUIREMENTS:

- The child is a citizen or legal permanent resident of the US
- The income of the child, excluding the child's wages is less than the amount of the SG payments
- The caregiver meets the TANF degree of relationship (for the TANF Specified Degrees of Relationship see TANF policy Section 1335: Living with a Specified Relative: Relationship; and Practice Guidance: TANF Specified Degree of Relationship)
- An approved Kinship Assessment or current approved foster home study
- A Subsidized Guardianship/Non-Relative Subsidized Guardianship Application and Agreement has been signed by the caregiver and approved by the County Director/Designee
- **NOTE:** The Subsidized Guardianship/Non-Relative Subsidized Guardianship Application and Agreement must be signed by the caregiver prior to the transfer of permanent guardianship
- Non-reunification was granted by the court and verified via a copy of the non-reunification court order
- The caregiver was granted permanent guardianship of the child until age 18
AND
- The child has resided with the caregiver under DFCS supervision for a minimum of six months prior to the transfer of permanent guardianship

Effective August 2014, the state will no longer differentiate between Enhanced Subsidized Guardianship (ESG) and Subsidized Guardianship (SG). All subsidies will be paid at the entitlement code "01".

UAS 552 (cont.)

ALLOWABLE ENTITLEMENT CODES

CODE	DESCRIPTION	SPECIFIC SERVICE REQUIREMENTS
01	Subsidy Guardianship Payments NOTE: E/C “01” is the only eligible code Eff. 8/1/14	Payments to relative caregiver to defray expenses related to the child’s care and well-being. Monthly Rate Effective July 1, 2019: Child age birth through 5 \$705.97 Child age 6 through 12 \$754.33 Child age 13 and older \$812.73 Monthly Rate Effective July 1, 2018: Child age birth through 5 \$675.55 Child age 6 through 12 \$723.91 Child age 13 and older \$782.31
81	Subsidized Guardianship Payments NOTE: E/C “81” is used on agreements entered into before 8/1/14	Monthly Rate Effective July 1, 2019: \$647.88 Monthly Rate Effective July 1, 2018: \$617.46 Monthly Rate Effective July 1, 2017: \$465.38
99	Written Waiver Item	Expenditure authorized by a written waiver. Please send requests to DFCS-WAIVERS@dhs.ga.gov

109.53 UAS Code – 553 (Eff. January 1, 2014 – no new cases)**PROGRAM NAME - Relative Care Subsidy (RCS)/Enhanced Relative Care Subsidy (ERCS)****REFERENCES: Child Welfare Policy Manual, Policy #22.6**

PROGRAM PURPOSE – The Relative Care Subsidy/Enhanced Relative Care Subsidy program enables the Department to provide financial support for children transferred by the courts from the temporary legal custody of the Department to the permanent custody of an approved relative caregiver who meets the TANF degree of relationship. The purpose of RCS/ERCS is to financially assist relatives providing a permanent home for a child formerly in agency custody. The RCS/ERCS payments are available to help defray basic expenses that, otherwise, may jeopardize the child's opportunity to experience permanency. Subsidy payments must be used for the child's needs or expenses.

NOTE: Effective 01/01/14, RCS/ERCS shall no longer be selected as a financial option for relatives providing a permanent placement to a child. Relatives receiving the subsidy prior to 01/01/14 shall continue to be eligible to receive it as long as all other eligibility criteria are met. This change was based on state law no longer recognizing "live with a fit and willing relative" as a permanent placement for children. If a relative wishes to be a permanent option for a child, adoption or permanent guardianship with the relative should be the permanency plan selected.

COSTAR REPORTING – The reported client is the child.

KEY PROGRAM OR ELIGIBILITY REQUIREMENTS: **The Relative/Enhanced Relative Care Subsidy (RCS/ERCS)** provides financial support to assist relative caregivers with the basic care of a related child placed in their home. The relative must have an approved Relative Care Assessment (RCA), and the child must be in their custody.

PAYMENT REQUIREMENTS –**For regular monthly subsidy payments:**

The regional accounting office will email the Relative Care Per Diem Report **to a designated Case Manager by the 15th of each month to validate the next month's subsidies. The Case Manager should review each child on the per diem report to determine if the child remains eligible to receive the subsidy and place their initials beside each child's name on the excel spreadsheet indicating payment approval. The Case Manager will also make any needed additions, deletions or changes to the EXCEL report (noting them on the excel spreadsheet or in an email), then forward the EXCEL document to their Supervisor; the Supervisor will perform a final review then email the approved report to Regional Accounting by the last working day of the month.** The original reports are to be maintained at the county DFCS offices.

Rates increase when a child turns 6 and 13, their new rate takes effect the first day of the following month. (Example: child turns 6 on October 4th; new rate would start November 1st.)

Make subsidy payments based on funding availability until the child reaches their 18th birthday, or 19th birthday if the child is still enrolled and participating in a public or private school system, registered home study program or accredited GED course.

UAS 553 (cont.)

The legal county of the child shall make subsidy payments if a family moves to another county or state as long as all eligibility criteria are met. Georgia will continue to be responsible for subsidy payments for eligible children as long as a Georgia court retains legal jurisdiction and the child remains eligible.

Accounting will process payments by the 12th for all children that have been approved on the Relative Care Per Diem reports. If approval for payment was not indicated on the original report, a copy of the approved Relative Care Subsidy Application and/or Agreement must be emailed to Accounting for payment and will be processed within 5 business days upon receipt.

Restricted Funds: If DFCS receives financial support (e.g., SSI, RSDI or child support) for a child that is in DFCS custody before guardianship is transferred, the child's financial support funds will be used to offset the child's Relative Care Subsidy (RCS) or Enhanced Relative Care Subsidy (ERCS).

After permanent guardianship has been granted, the child's financial support payments should be carefully reviewed to determine if they are current or arrears. If the payments are for current months and equal or exceed the amount of the subsidy, the child is not eligible for the subsidy payments and the caseworker should suspend or terminate the case, depending on the circumstances. Arrearage support payments can be used against the child's expenditures that were incurred while the child was still in DFCS custody.

NOTE: See Restricted Fund – Children Policy #2403 for specific instructions on how to properly account for the funds.

Clothing purchased by Relative Care Subsidy/Enhanced Relative Care Subsidy homes is not state reimbursable.

Supplemental Supervision: The relative caregiver must apply for childcare through CAPS. If the caregiver is not eligible for CAPS, the DFCS office can only pay for supplemental supervision with county funds. Children that are not in DFCS custody are not eligible for childcare using state funds.

Birth Certificates should be obtained by the caseworker while the child is in DFCS custody. Once the child is no longer in DFCS custody, the purchase of birth certificates falls to the custodian or guardian.

Subsidy payments may be suspended when:

- The required six and 12-month subsidy review is not completed timely
- The caregiver dies, and the agency is attempting to initiate subsidy payments to another caregiver
- The whereabouts of the child and/or caregiver become unknown
- The child is on runaway status for 30 days or longer
- The child is not enrolled and participating in a public or private school system, registered home study program or accredited GED course
- The child's monthly income, excluding the child's wages, is equal to or exceeds the amount of the subsidy

UAS 553 (cont.)

NOTE: Social Security considers the subsidy programs as income to the child; therefore, the child is rarely eligible to receive both. Any subsidy paid will need to be reported to Social Security and the child's benefits from Social Security will be reduced and/or eliminated.

Subsidy payments may be terminated when:

- The payment has been suspended for at least three months
- The child dies
- The parent (putative or legal) moves into the caregiver's home or is caring for the child
- The child is no longer living with the caregiver
- Maltreatment is substantiated against the caregiver and the child is removed from the home
- The whereabouts of the child and/or caregiver remain unknown for at least three months
- The child is on runaway status for 90 days or longer

NOTE: Reinstatement requires a justification and Regional Director approval.

- The child is incarcerated for 90 days or longer or will not be released from incarceration until after his/her 18th birthday (reinstatement requires a justification and Regional Director approval)
- The child is returned to the parent, guardian or legal custodian
- The child's income, excluding the child's wages, is equal to or greater than the subsidy, this does not apply to ERR and ERR-UC.
- The child marries
- The child reaches age 18 and is not enrolled and participating in a public or private high school, registered home study program or accredited GED course
- The child reaches his/her 19th birthday

NOTE: Any of these circumstances require prompt notification to the legal county's Regional Accounting Department so proper action may be taken to terminate subsidy payments.

Reinstatement of terminated subsidies requires the approval of the County Director as well as the following:

- The Regional Director shall approve the reinstatement if the child was on runaway or incarcerated longer than 90 days
- The State Office Placement and Permanency Section shall approve reinstatement when a child is returned to the caregiver after an abuse or neglect allegation/investigation

NOTE: The County Department must conduct a staffing with the Field Program Specialist and State Office Placement and Permanency Section prior to returning the child to a caregiver and reinstating the subsidy when the child was removed subsequent to an abuse or neglect allegation.

Recoupment of overpayments from caregivers are handled as follows:

- a. Negotiate a recoupment or repayment agreement with any caregiver who receives an overpayment of ERR, ERR-UC, NRSRG, SG, ERCS or RCS within five business days of knowledge of the overpayment
- b. Consult with the State Office Placement and Permanency Section for consideration of a referral to the Department of Human Services (DHS) Office of General Counsel for further action including possible legal proceedings:
 - When the caregiver refuses to enter a Recoupment/Repayment Agreement
 - When the caregiver misses a total of two monthly payments
 - When the caregiver fails to comply with the terms of the recoupment/repayment agreement

UAS 553 (cont.)

- Anytime fraud or abuse is suspected

NOTE: County staff should direct all questions to their Regional Field Program Specialists (FPS). If further assistance is needed, the FPS should contact the Policy unit at PPPDUnit@dhs.ga.gov or the Placement and Permanency Services Director.

ALLOWABLE ENTITLEMENT CODES

CODE	DESCRIPTION	SPECIFIC SERVICE REQUIREMENTS
01	Enhanced Relative Care Subsidy Payments NOTE: Effective 1/1/2014, no new cases will be added to ERCS.	Payments to relative caregiver to defray expenses related to the child's care and well-being. Monthly Rate Effective July 1, 2019: Child age birth through 5 \$705.97 Child age 6 through 12 \$754.33 Child age 13 and older \$812.73 Monthly Rate Effective July 1, 2018: Child age birth through 5 \$675.55 Child age 6 through 12 \$723.91 Child age 13 and older \$782.31
81	Relative Care Subsidy Payments NOTE: Effective 1/1/2014, no new cases will be added to RCS.	Monthly Rate Effective July 1, 2019: \$647.88 Monthly Rate Effective July 1, 2018: \$617.46 Monthly Rate Effective July 1, 2017: \$465.38
99	Written Waiver Item	Expenditure authorized by a written waiver. Please send request to DFCS-WAIVERS@dhs.ga.gov